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INSTRUCTION  
NO. LI 40-6-2

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SERVICES

1 March 1954

FILED

RETURN TO

SUBJECT: Vital Material Program

RECORDS SERVICES DIVISION

1. GENERAL

The purpose of this Instruction is to establish a schedule of documents of a recurring or continuing nature considered vital to the operations of the Logistics Office, and to provide for the orderly processing of such material to the repository provided under the Disaster Program. This schedule will serve as a guide to Logistics personnel in identifying documents to be made a matter of vital record. In addition to items listed in the attached schedule, there may also be vital documents of a one-time nature.

2. RESPONSIBILITY

a. It is the responsibility of the Chiefs of Divisions and Staffs to provide for forwarding vital material to the LO Area Records Officer (Records Management Officer) for deposit on a current basis or for microfilming on a periodic basis, and for notifying the LO Area Records Officer when any vital material may be withdrawn from the Repository.

b. It is the responsibility of the Area Records Officer, Administrative Staff, to provide for the prompt deposit of Logistics Office vital material in the Repository.

3. PROCEDURE

Available vital material will be forwarded to the Area Records Officer on Monday of each week. Indication should be made if material forwarded is a replacement of material previously sent, in order that outdated documents or microfilm may be withdrawn. Form No. 36-215 "Vital Materials Transfer Slip" will be prepared and signed by the Area Records Officer and a copy furnished the Division as a record of material forwarded.

Periodic microfilming of vital records may be arranged upon request to the Area Records Officer.

FOR THE CHIEF OF LOGISTICS:

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Chief, Administrative Staff

LC/AS/GM:mel

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cc: 2 - VM Officer

CONFIDENTIAL

1 - Machine Records Div

MAR 5 1954